



CITY OF PINOLE

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HOUSING POLICY
DEVELOPMENT, HCD

APR 02 2009

April 1, 2009

Department of Housing and Community Development
Division of Housing Policy Development
1800 3rd Street
Sacramento, CA 95811

RE: City of Pinole's General Plan Housing Element Annual Report

To Whom It May Concern:

The enclosed City of Pinole's State Housing Element Annual Progress report is provided as a follow up to the copy received via facsimile on April 1, 2009.

Regards,

Leslie Carbahal
Redevelopment Analyst

Enc: General Plan Housing Element Annual Report

City of Pinole
General Plan Housing Element Progress Report
January 1, 2007 – December 31, 2008

INTRODUCTION

Section 65400 of the State of California Code requires that cities evaluate and annually report the status of their General Plan Housing Element and progress made toward meeting their share of regional housing needs. The existing Pinole Housing Element was updated and adopted in May 2003. The City is currently preparing a comprehensive update of its General Plan, including the Housing Element. This update in conjunction with additional Land Use Element amendments will continue to assure that sufficient land has been designated and zoned for residential development within the City in order to meet existing and anticipated future housing needs for all income groups.

This Housing Element Progress Report covers the period from January 1, 2007 – December 31, 2008 to describe the City's current progress on its Regional Housing Needs Allocation (RHNA) for its fair share of regional housing for the 2007 – 2014 period and provides an update on the status of the Housing Element and progress in its implementation.

REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

RHNA figures are prepared by the Association of Bay Area Governments (ABAG) based upon information provided by the State Department of Housing and Community Development (HCD). These figures prescribe how many housing units must be planned for at varying levels of affordability between 2007 and 2014 .

Housing needs are allocated for four housing affordability levels: very low-, low-, moderate, and above moderate-income households. Affordability levels for Pinole are based upon Contra Costa County income limit information (adjusted for household size) provided by HCD each year. In Contra Costa County, the 2008 income limits are based on a median income of \$86,100 for a family of four. Income limits for a four-person household and typical occupations in the various lower and moderate income affordability ranges are provided below:

Category	Income Range	Typical Occupations
Moderate	\$66,251 to \$103,300 (80% to 120% median income)	<ul style="list-style-type: none">• Electrical Engineer• Accountant• Business Manager• Police Officer• Chiropractor• Physician Assistant
Low	\$43,051 to \$66,250 (50% to 79% median income)	<ul style="list-style-type: none">• Teacher• Fire Fighter• Nurse• Executive Secretary• Clergy• Librarian
Very Low	\$0 to \$43,050 (Under 50% of median)	<ul style="list-style-type: none">• Cook• File Clerk

	income)	<ul style="list-style-type: none"> • Bank Teller • Messenger • Housekeeper • Receptionist
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Final RHNA production targets for Pinole between 2007 and 2014 prescribe a goal of 323 housing units across all levels of affordability. Between January 1, 2007 and December 31, 2008, Pinole has been successful in producing new housing. As of December 31, 2008, the City built approximately 17 percent (56/323) of its regional housing need allocation for the 2007-2014 Housing Element Cycle in terms of overall supply; an additional 2 percent of the prescribed allocation has been approved but not yet built (61/323). The affordability distribution of the housing units built or approved to date during 2007-2014 is provided in the table below:

PINOLE HOUSING NEED PROGRESS 2007 – 2014				
Affordability	Total Need 2007 – 2014	Units Built 2007-2008*	Units Approved or Under Construction	Remaining Need
Very Low	83	0	0	83
Low	49	0	0	49
Moderate	48	8	4	36
Above Moderate	143	48	1	94
TOTAL	323	56	5	262

Source: ABAG, State Department of Finance E-5 Report and Pinole Community Development Department, March, 2009. *Units built as of December 31, 2008.

Development of housing units to make progress on RHNA targets continues to guide residential development to meet economic development as well as housing objectives. The City encourages development of housing at all levels of affordability, and recognizes the need to focus on the production of housing units at all levels of affordability and planning and land use efforts.

HOUSING ELEMENT IMPLEMENTATION PROGRESS

The Housing Element of the General Plan includes four main goals designed to guide its implementation. These include (1) monitor housing needs; (2) protect existing character and heritage; (3) provide adequate services and facilities; and (4) help meet identified housing needs. Each goal includes a number of related policies and actions designed to outline a plan for implementing the goals. Specific policy decisions and programs that directly affect housing development emerge from and are guided by this document.

Many factors contribute to the City's ability to meet the goals established in its Housing Element. Pinole must balance housing needs with other public service needs while recognizing the obligations of (1) meeting our "fair share" of regional housing needs; (2) finding appropriate sites

for housing when there is a limited amount of developable land suitable for housing, especially for multiple family housing; and, (3) ensuring a "fit" of new housing with our longstanding commitment to maintain community character and environmental quality. The following status report detailing Housing Plan implementation programs recognizes these needs along with current challenges. These include the creation of new programs and changes to City requirements, economic conditions, the availability of state and federal funding, and staffing levels.

The following conditions and policy/program updates have directly affected the implementation of Pinole's Housing Element for the period spanning January 1, 2007 through December 31, 2008. Please refer to the Housing Element Implementation summary table beginning on page 5 of this report for the status of Housing Element implementation progress during the past two years.

Staffing and Political Leadership:

The City has undergone a great deal of staffing and political change between 2007 and 2008. A City Council recall election and vacancies and turnover in key positions in Community Development and Redevelopment occurred during this period. Currently, there is new energy and resolve toward meeting established policy goals and addressing evolving concerns.

Current Specific Plan and Comprehensive General Plan Update Process:

The City initiated a comprehensive General Plan and Zoning Ordinance update in 2006. In fall 2007, the General Plan update was put on hold to focus on the development of a Specific Plan for the San Pablo Avenue, Pinole Valley Road, and Appian Way Corridors. A draft Specific Plan was released in January 2009 and is currently under review. The Specific Plan focuses on many of Pinole's vacant and underutilized parcels, many of which may be opportunity site for infill development, including housing and mixed use. As the Specific Plan process nears completion, the City has reinitiated the comprehensive General Plan Update and Zoning Ordinance Update. At this time the City will be able to address a number of specific land use and regulatory policies identified in the Housing Element.

A number of regulatory updates and amendments recommended in the Housing Element have been implemented. These include updated design review criteria adopted in 2007.

First Time Home Buyer Program and Sale of Below Market Rate Units:

In 2008, the City Council/Redevelopment Agency Board implemented a new policy for the First Time Home Buyer Program. To date, the First Time Home Buyer Program has provided more than \$1.6 million dollars to assist first time home buyers with the purchase of their first home, and has provided the Agency with an average of \$18,000 per home in shared equity at the time of resale. The new policy also includes a separate reserve fund for priority borrowers—current residents of Pinole, teachers, public safety personnel, etc.

This priority policy also applies to the sale of Below Market Rate Housing Units. In 2008, the Agency acquired two single-family homes within the Maiden Lane subdivision, which are now part of its housing portfolio. The Agency is preparing to sell the units at below market rate prices to make progress on affordable housing needs.

The following table provides an overview of the progress made toward implementing each of the goals included in the City of Pinole's Housing Element. It should be noted that several of the action programs require ongoing effort over many years to ensure significant progress is made.

Economic Development and Housing Advisory Committee

A number of Housing Element policies recommend increased public participation in the development process as well as oversight to ensure the balance of jobs, housing, and sensitivity to the natural environment. In 2008, the City Council established an Economic Development and Housing Advisory Committee with a mission that includes the enhancement of affordable housing within the City along with providing a forum for additional public comment on housing policy matters.

HOUSING ELEMENT IMPLEMENTATION SUMMARY REPORT:

The table below summarizes the status of implementation for each of the goals included in the City of Pinole's Housing Element:

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
GOAL H1. MONITOR HOUSING NEEDS			
WORK TOGETHER TO ACHIEVE THE CITY'S HOUSING GOALS AND MONITOR ACCOMPLISHMENTS IN ORDER TO RESPOND TO HOUSING NEEDS EFFECTIVELY OVER TIME.			
ACTION 1. Maintain Active City Leadership.	Community Development Department / Citywide	Ongoing	<p>The City has undergone a great deal of staffing and political change between 2007 and 2008. A City Council recall election and vacancies and turnover in key positions in Community Development and Redevelopment occurred during this period. Currently, there is new energy and resolve toward meeting housing goals due to a more stable environment.</p>
ACTION 2. Assure Public Participation.	Community Development Department / Citywide	Ongoing	<p>In 2008, the City Council established an Economic Development and Housing Advisory Committee (EDHAC). EDHAC's mission is to improve the economic vitality and livability of the City through recommending programs, projects, and policies that retain and facilitate expansion of existing businesses, encourage new businesses, and enhance the supply of affordable housing within the City. The EDHAC meet twice monthly and provides an opportunity for public comment. EDHAC's recommendations are forwarded to City Council/Redevelopment Agency Board for consideration and action.</p>
HOUSING IMPLEMENTATION PROGRAMS			
POLICY 1. Housing Element Review and Update (HIP-1).	Community Development Department (Planning)	-June, 2006*- 2009	<p>A Comprehensive General Plan Update, including a Housing Element Update and Review, was initiated in 2006. In 2007, the City undertook the development of a Specific Plan for San Pablo Avenue, Pinole Valley Road, and Apian Way. During this</p>
After adoption of the current Housing Element Draft the City will revise its Housing Element consistent with State Law requirements and			

POLICY/ACTION	AGENCY	TIMEFRAME	STATUS
<p>requirements of Measure C by 2006. The City may also update the Housing Element concurrently with the other elements of General Plan to assure internal consistency and to incorporate significant data as appropriate from the 2000 Census. The Housing Element update will also review the effectiveness of the City's Housing Element, progress in implementation and the appropriateness of goals, objectives and policies.</p> <p>ACTION 1. Adopt Criteria for Use in Design Review (HIP-4).</p> <p>Develop 'design guidelines' or more general 'design principles' that will establish consistent development review criteria for use by applicants, the community, staff and decision-makers, and evaluate projects in the context of existing neighborhoods. The intent is not to create new barriers to housing, but to make the process more objective by including working definitions and criteria for community expectations in the design review process.</p>	Community Development Department (Planning)	July 2004-2007	Complete; The City adopted Residential Design Criteria and Guidelines in November 2007.
<p>POLICY 2. Conduct an Annual Housing Element Review (HIP-2).</p> <p>Provide for annual review of the Housing Element, with opportunities for public input and discussion, in conjunction with State requirements for a written review by July 1 of each year. (per Government Code Section 65583(3)).</p> <p>POLICY 3. Update the General Plan (HIP-3).</p> <p>In preparing the General Plan update, consider designating sites meeting appropriate criteria for higher density zoning. Land use plans should consider the following:</p>	Community Development Department (Planning)	Annually by July 1-April 1.	This report serves to help satisfy the Annual Housing Element Review requirement and reflect the current State legal requirements.
	Community Development Department (Planning)	July 2005-2010	A Comprehensive General Plan Update and Zoning Ordinance Update was initiated in 2006. In 2007, the City undertook the development of a Specific Plan for San Pablo Avenue, Pine Valley Road, and Appian Way. During this time,

POLICY/ACTION	AGENCY	TIMEFRAME	STATUS
<ul style="list-style-type: none"> • Use of environmental assessments to expedite processing for infill and affordable housing developments. • For key housing opportunity sites/areas, identification of specific housing use and design objectives, and then incorporation of fast track process provisions for subsequent projects that are consistent with the plan. • Identification of the mix of uses, minimum density standards, density bonuses, or a percentage of affordable units (sites should be rezoned at sufficient densities to create incentives for housing production within the 5-year time frame of the housing element). • Preparation of an area-wide environmental baseline data and assessment of development impacts under maximum development scenarios as a way to assess area-wide impacts and required mitigation. • Establishment of objectives and commitments in the General Plan so that project-specific review can focus on site-specific issues such as design. • Linkage of plans to be consistent with CEQA exemptions and expedited review, consistent with CEQA Section 15332. • Provision of clear guidelines and incentives for the development of housing in conformance with current state laws and to identify specific ways to streamline processing for subsequent development proposals. 			<p>the General Plan and Zoning Ordinance updates were placed on hold. The General Plan update process was reinitiated in late 2008. The draft Specific Plan includes land use designations for new housing sites as well as higher residential densities. The General Plan Update, Zoning Ordinance Update, and Specific Plan will be analyzed in a Program Environmental Impact Report. Action on these policy documents, including completion of the General Plan Update, is scheduled for 2010.</p>
RELATED IMPLEMENTATION PROGRAMS			
1. Pinole Zoning Ordinance (LUIP-2)	Community Development Department (Planning)	2009-2010	The General Plan Update and Zoning Ordinance Update are underway. The Zoning Ordinance Update will be reviewed for consistency with the General Plan Update during concurrent preparation of both documents and prior to scheduled action.

POLICY/ACTION	AGENCY	TIMEFRAME	STATUS
2. General Plan Land Uses (LUP-1). Incorporate the policies of the San Pablo Avenue Specific Plan into the General Plan and evaluate General Plan land use designations and plan programs annually to ensure they are consistent with the City's overall goals and review the entire General Plan within five years.	Community Development Department (Planning)	2009	A Specific Plan process for the San Pablo Avenue, Pinole Valley Road, and Appian Way is underway; the draft document was released for public review in January 2009. The City has reinitiated a comprehensive General Plan update.
GOAL H2. PROTECT EXISTING CHARACTER AND HERITAGE PROTECT AND ENHANCE THE INTEGRITY AND DISTINCTIVE CHARACTER AND HERITAGE OF PINOLE BY ENCOURAGING THE DEVELOPMENT OF HIGH QUALITY, WELL-DESIGNED HOUSING AND CONSERVING EXISTING HOUSING.			
POLICY 1. Protect Neighborhood Integrity Through Design. Enhance neighborhood identity and sense of community by designing new housing to have a sensitive transition of scale and compatibility in form with the surrounding neighborhood.	Community Development Department	Ongoing	Recently approved projects, including the Heritage Park development, are designed to respect neighborhood identity and compatibility. The City's Residential Design Criteria and Guidelines are applied to all proposed residential development to support this policy.
POLICY 2. Encourage Sensitivity to Natural Features. Define and implement design controls for development which respond to the community's preservation, image, and open space goals. Continue review of residential development, especially in areas of seismic, geologic, slope stability, flooding concern or proximity to underground pipelines, to address safety concerns related to natural features.	Community Development Department	Ongoing	The General Plan Land Use Element, Open Space and Environmental Protection Element, and the Health and Safety Element include policies and actions to support this policy. Sensitivity to natural features continues to be a City policy objective. An example of City efforts has included the Tree Preservation Ordinance adopted in May 2008
POLICY 3. Promote High Quality Design. Provide stable, safe, and attractive neighborhoods through high quality architecture, site planning, and amenities that: (1) reduce the perception of bulk; (2) recognize existing street patterns; (3) enhance the sense of place; (4) minimize the visual impact of parking and garages; and (5) use quality building materials.	Community Development Department	Ongoing	The City's Design Review process and Residential Design Criteria and Guidelines promote high quality design and are used to implement this policy.

POLICY/ACTION	AGENCY	TIMEFRAME	STATUS
POLICY 4. Maintain Existing Housing and Neighborhood Amenities. Maintain the life-style characteristics of Pinole by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.	Community Development Department	Ongoing	<p>The Residential Rehabilitation Program provides grants and loans to qualifying homeowners in the Redevelopment Project Areas for required maintenance. Code Enforcement ensures adherence to ordinances protecting the basic quality and character of residential life.</p> <p>The City utilizes a proactive Code Enforcement Program to work with existing property owners to encourage property maintenance and prevent blight.</p> <p>The City operates a Rental Residential Inspections Program to monitor housing condition, identify and prevent building code violations, and work with property owners to ensure ongoing maintenance is performed for rental housing units throughout the City.</p>
HOUSING IMPLEMENTATION PROGRAMS 2. Amend Single Family Zoning Regulations (HIP-5).	Community Development Department (Planning)	July 2004	<p>Evaluate amendments to single family residential zoning standards to achieve higher densities without dramatically changing the visual characteristics of the area or the area's livability. These amendments should focus on urbanized areas with services, and could include:</p> <ul style="list-style-type: none"> • Establishment of requirements which would ensure that single family parcels that could be legally divided into two or more parcels are divided in a manner that does not preclude future development at the minimum parcel size of the district. • Allowance, in limited circumstances, of the conversion of single family homes to multiple <p>Single family zoning regulations will be evaluated as part of the upcoming Zoning Ordinance update.</p>

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
units (duplexes, triplexes or fourplexes) if only minor modifications, such as additional entries, are made to the exterior of the structure.			
3. Rehabilitation Loan Programs (HIP-6). Continue to support rehabilitation loan subsidy programs. The City will improve citizen awareness of rehabilitation loan subsidy programs offered by the Agency and the County.	Community Development Department, Pinole Redevelopment Agency.	Ongoing	To date, the Residential Rehabilitation Program has provided more than \$500,000 in loans and grants for rehabilitation of 169 homes within the Redevelopment Project Area. Staff continues to publicize the Residential Rehabilitation Loan Program.
4. Energy Conservation (HIP-7). Support and publicize energy conservation programs, such as PG&E's Energy Partners Program, which provide assistance for energy conservation improvements. In cooperation with PG&E, the City will promote citizen awareness of energy conservation programs in concert with rehabilitation loan programs.	Community Development Department; PG&E; Building Division; Pinole Redevelopment Agency.	1999-2006	The City makes literature available about existing energy conservation programs at City Hall to promote citizen awareness. Certain residential rehabilitation projects that include efforts to improve energy efficiency are eligible for the Residential Rehabilitation Loan Program.
RELATED IMPLEMENTATION PROGRAMS			
1. Code Enforcement Program (LUP-6). Adopt a code enforcement program to ensure that private properties are maintained in accordance with community standards.	Community Development Department (Code Enforcement)	Ongoing	Program Adoption Complete; Code Enforcement Staff enforce housing codes to ensure decent, safe, and sanitary housing conditions. When a complaint is received, inspectors follow up with inspections and notices to the property owners to abate violations.
2. Historic Preservation Ordinance (LUP-15). Consider adopting an Historic Preservation Ordinance to protect historic resources and to ensure that new buildings and remodeling of existing buildings are compatible with City goals for preserving the City's historic resources and character. The City should also examine financial assistance options for eligible historic properties.	Community Development Department	2009-2010	A Historic Preservation Ordinance has not been adopted; however, all unreinforced masonry buildings have been addressed. Preservation of Old Town's character continues to be a policy priority and is reflected in the Draft Specific Plan. Current need for a Historic Preservation Ordinance will be addressed as part of the General Plan Update and Zoning Ordinance Update.

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
3. Design Review Guidelines and Procedures (LUIP-12).	Community Development Department (Planning)	2007	The Residential Design Criteria and Guidelines are in place and are applied on an ongoing basis to new residential development proposals.
4. Neighborhood Meetings (LUIP-20).	Community Development Department	Ongoing	The City strongly encourages developers to conduct neighborhood meetings prior to submittal of development applications to engage the public while projects are conceptual. Community meetings have also been held for controversial development applications. Recently established committees and commissions also provide the opportunity for increased citizen input on proposed developments.
5. Grading and Subdivision Ordinances (LUIP-3).	Community Development Department, Public Works Department	2009-2010	The Grading and Subdivision Ordinance will be reviewed as part of the General Plan Update and Zoning Ordinance Update.
6. Pipeline Safety Ordinance (HSIP-5).	Community Development Department, Public Works Department	2009-2010	Potential need for a Pipeline Safety Ordinance will be reviewed as part of the Zoning Ordinance Update.

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
GOAL H3. PROVIDE ADEQUATE SERVICES AND FACILITIES. PROVIDE ADEQUATE SERVICES AND FACILITIES TO MEET THE NEEDS OF THE CITY'S CURRENT AND FUTURE POPULATION.			
POLICY 1. Plan for Public Facility and Service Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound Citywide and neighborhood planning and public improvement programming.	Community Development Department	2009-2010	Planning for Public Facility and Service needs is addresses as part of the ongoing development review process and will be addressed as part of the Comprehensive General Plan Update.
POLICY 2. Identify Economic Impacts. Promote the development of new housing that is in harmony with the natural environment and justified economically from the standpoint of the City's ability to provide services.	Community Development Department, Pinole Redevelopment Agency	Ongoing	The Draft Specific Plan includes an Economic Development Strategy. The intent of this strategy is also incorporated in the recently established Economic Development Housing Advisory Committee's work plan. This policy will be further addressed during the update of the General Plan
POLICY 3. Encourage Self-Supporting Development. Define and implement a strategy that encourages future development to be self-supporting in the services, capital improvements and amenities it requires.	Community Development Department	Ongoing	No specific strategy has been devised to encourage future development to be self-supporting; however, the intent of this policy is reflected in the way in which new developments are conditioned for approval.
POLICY 4. Provide Adequate Transportation Facilities and Services. Provide adequate transportation alternatives which improve accessibility of residential neighborhoods to the community and beyond, while maintaining neighborhood integrity.	Community Development Department; Regional Transportation Authorities	Ongoing	Transportation on the City's main corridors is addressed in the Draft Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way. Transportation and Circulation will be evaluated and addressed as part of the comprehensive General Plan Update.
POLICY 5. Provide Other Needed Services. Provide convenient recreational, civic, and commercial facilities to support the residential qualities of Pinole, including: <ul style="list-style-type: none">• Through redevelopment, additional commercial development will be generated	Citywide / Community Development Department; Recreation Department; Pinole Redevelopment	Ongoing	<ul style="list-style-type: none"> • Redevelopment programs, including the Commercial rehabilitation Program and the Business Relocation Incentive Program, encourage additional commercial development. • The recent economic downturn has forced the City to evaluate the most effective and cost efficient ways to do

POLICY ACTION	AGENCY	TIMEFRAME	STATUS
<p>and some of the burden of supporting public services can be shifted from increased dependency on the property taxes to revenues from sales taxes generated by regionally-drawn new businesses.</p> <ul style="list-style-type: none"> The City should continue to operate in the most efficient and cost effective ways to provide the services the community needs and wants, while holding the line on unnecessary expenditures. Provide specific residential recreational and park standards in an updated Open Space Element. 	Agency		<ul style="list-style-type: none"> Specific business, recreational and park standards as part of an updated Open Space Element will be evaluated during the comprehensive General Plan Update.
HOUSING IMPLEMENTATION PROGRAMS			
1. Open Space Contributions (HIP-8). Require open space contributions for all housing subdivisions.	Community Development Department	Ongoing	Open Space Contributions are not currently required for housing subdivisions; however, Development Impact Fees are charged for new housing development. This issue will be addressed further during the Comprehensive General Plan Update
RELATED IMPLEMENTATION PROGRAMS			
1. Pinole Redevelopment Agency (L UIP-4). Provide funding for local improvements, commercial retail development and affordable housing within the Redevelopment Project Area through the unique powers of the Redevelopment Agency, and as projected in the Redevelopment Agency Capital Improvement Program (CIP), with special attention to improvements in Old Town and along San Pablo Avenue.	Pinole Redevelopment Agency	Ongoing	The Redevelopment Agency continues to be an active force in the City. Redevelopment Agency Programs that provide funding for local improvements, commercial retail development and affordable housing include: <ul style="list-style-type: none"> Commercial Rehabilitation Program Residential Rehabilitation Program First Time Home Buyer Program Business Relocation Incentive Program Neighborhood Clean-Up
2. West County Action Plan (CIP-5). Continue to participate in development and review of regional transportation planning and growth management proposals as part of the West County Action Plan, and provide	Community Development Department, Public Works Department	Ongoing	Community Development and Public Works Staff members actively participate in the West Contra Costa County Transportation Advisory Committee and Contra Costa Transportation Authority planning and capital project efforts to help address travel

POLICY / ACTION	AGENCY	TIMELINE	STATUS
coordinated, long-range actions addressing future travel needs in the City and the West Contra Costa County I-80 travel corridor. The following is a list possible actions (see the Circulation Background Report for more detailed description):			and transportation needs within the City and West Contra County.
3. Revenue Generation Study (LUIP-9). Hire an economic consultant to review the City's current and potential revenue sources. Implement revenue generation proposals to ensure proper provision of services and capital improvements.	Community Development Department	2008	Fee studies undertaken in 2008 evaluated user fees for building permits and development impact fees and resulted in updates to the fees charged.
4. Comprehensive Fee Study (LUIP-8). Evaluate the City's current growth impact and other fees to ensure proper contributions by development for improvements so that new development is covering costs to the City for the provision of services, facilities, including schools, and capital improvements.	Community Development Department	2008	Fee studies undertaken in 2008 evaluated user fees for building permits and development impact fees and resulted in updates to the fees charged.
5. Measure C and Growth Management Initiatives (GMIP-1). Participate in formulating and implementing requirements consistent with Measure C and Proposition 111, as follows: <ul style="list-style-type: none">• Maintain adequate Growth Management and Housing Elements.• Participate in a local and regional growth management effort in accordance with the Measure C Growth Management Implementing Documents.• Establish and maintain local intersection Levels of Service (LOS) through conditions of approval on development and a seven-year Capital Improvement Program (CIP).• Participate in the development and implementation of the West County Action Plan	Community Development Department	Ongoing	The City works with the Contra Costa Transportation Authority and West Contra Costa Transportation Advisory Committee to ensure that the City complies with Measure C requirements and the new Measure J requirements that take effect on April 1, 2009. The City supports this program through the ongoing development review process for projects within Pinole or in areas that impact Pinole. Ongoing compliance will be addressed further as part of the Comprehensive General Plan Update.

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<p>for routes of regional significance.</p> <ul style="list-style-type: none"> • Ensure that growth management initiatives are implemented through the local planning review process. • Submit annual compliance checklist and qualify for and spend Measure C and Proposition 111 Return to Source funding for local street maintenance and improvement. • Establish and maintain service standards for the following facilities and services: <ul style="list-style-type: none"> - Police - Fire - Parks and open space - Sewer - Water - Flood control - Schools • Implement actions designed to attain traffic service objectives consistent with the adopted West County Action Plan. • Circulate environmental documents as specified in the West County Action Plan. • Submit to Regional Committee proposed revision(s) to West County Action Plan to mitigate impacts associated with proposed General Plan amendments over the threshold size specified in the adopted West County Action Plan. • Adopt standards for Basic Routes and procedures to implement standards. • Maintain standards at intersections on Basic Routes with the following exceptions: <ul style="list-style-type: none"> - Intersections where operations exceed adopted standards but which are expected to meet standards following implementation of projects in the adopted seven-year capital improvement program; and - Intersections subject to Findings of Special 			

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<p>Circumstances.</p> <ul style="list-style-type: none"> Participate in multi-jurisdictional planning for intersections subject to Findings of Special Circumstances. Implement mitigation measures adopted for intersections subject to Findings of Special Circumstances. Participate in the conflict resolution process established by the CCTA in the Growth Management Implementation Documents as a means of resolving disputes between neighboring jurisdictions related to the Action Plan and other Measure C transportation-related issues. Ensure that all new development bears a fair share cost of mitigating impacts on the City's ability to provide essential services. 			
GOAL H4: HOUSING NEED			WITHIN THE CONTEXT OF RETAINING EXISTING COMMUNITY CHARACTER AND PROVIDING ADEQUATE SERVICES AND FACILITIES, MAINTAIN THE CURRENT SOCIAL DIVERSITY THAT EXISTS IN PINOLE BY PROVIDING A MIX OF HOUSING TYPES AND PRICES THAT MEET THE CITY'S FAIR SHARE OF REGIONAL HOUSING NEED AND ITS SPECIFIC HOUSING NEEDS AS IDENTIFIED IN THE HOUSING ELEMENT.
POLICY 1. Provide a Choice of Housing. <p>Maintain a diversity of age and social and economic backgrounds among residents by encouraging a variety of housing selection, by location, type, price, and tenure. Specific examples include second units, mixed use developments, infill development, accessible housing, and transitional housing.</p>	Community Development Department; Pinole Redevelopment Agency	Ongoing	The City continues to pursue this policy. Potential changes to the General Plan and Zoning Ordinance to encourage a variety of housing types will be explored as part of the General Plan and Zoning Ordinance updates.
POLICY 2. Provide Equal Housing Opportunities. <p>Encourage the provision of adequate housing for all persons regardless of income, age, sex, race, or ethnic background, consistent with the Fair Housing Act.</p>	Community Development Department; Pinole Redevelopment Agency	Ongoing	The City continues to pursue this policy.

POLICY / ACTION	AGENCY	TIMELINE	STATUS
POLICY 3. Preserve existing affordable housing. Monitor and maintain the supply of existing affordable housing to ensure that it remains affordable.	Community Development Department; Pinole Redevelopment Agency	Ongoing	The City continues to pursue this policy. In 2008, the Agency contracted with a consultant to perform compliance re-certification and on-site audits for the affordable housing program. The City supports this Policy through the Code Enforcement and Rental Inspection Programs.
POLICY 4. Support the development of quality affordable housing. Maintain appropriate land use regulations and other development tools to encourage development of quality affordable housing.	Community Development Department; Pinole Redevelopment Agency	Ongoing	The City regularly reviews land use regulations and adopted a Residential Design Criteria and Guidelines in 2007 to support this policy. Potential changes to land use regulations and other development tools necessary to encourage the development of quality affordable housing will be evaluated as part of the General Plan Update.
HOUSING IMPLEMENTATION PROGRAMS			
1. Housing Construction (HIP-9). Construct or encourage the construction of housing units throughout the City, and in particular along San Pablo, through use of the following mechanisms: • Mixed Use Housing Incentives. • Redevelopment Agency Powers. • Affordable Housing Incentives. a. Density bonuses b. Flexibility in development standards c. Prioritized Development Review	Pinole Community Development Department; Pinole Redevelopment Agency, non-profit and for-profit housing developers.	Ongoing	This program continues to be implemented. The San Pablo Avenue Corridor is being evaluated in detail as part of the Specific Plan process.
• Require Affordable Housing in Market Rate Residential Projects Located in the Redevelopment Area. 2. Repayment of Deferred Housing Set Aside Funds (HIP-10). Make up deferral of Redevelopment Agency Housing Set Aside funds from tax increment	Pinole Redevelopment Agency	2004-2005	Complete; \$1,207,3089 of Deferred Housing Set Aside Funds repaid to the General Fund with proceeds from the 2004 bond issuance.

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<p>funding.</p> <p>3. Second Unit Ordinance (HIP-11). The City will provide information on the ordinance at City Hall and on its website, and consider the development of demonstration projects. In addition, the City will review and modify the Second Dwelling Unit Ordinance in regard to development requirements, including:</p> <ul style="list-style-type: none"> • Establishment of second units as a permitted "use by right" when the single family lot, primary structure and second unit meet all of the zoning and building development standards established for the zoning district in which they are located, and adequate traffic safety and parking is available. • Review of parking requirements and impact fees to encourage the creation of second units and reduce constraints. Fee waivers should be used when a second unit will provide long-term very low or low income housing. Off-site or reduced parking should be considered within one-quarter mile of a transit route. 	Pinole Community Development Department; Pinole Redevelopment Agency; East Bay Housing Finance Agency; Contra Costa County Community Development Department; Lending Institutions.	2009-2010	The City will evaluate the Second Unit Ordinance as part of the Zoning Ordinance Update to ensure compliance with current legal requirements.
<p>4. Homebuyer Programs (HIP-12).</p> <p>Continue to support the Agency's First Time Homebuyer Program and the East Bay Delta Lease to Purchase Program.</p>	Pinole Redevelopment Agency	Ongoing	The Agency's First Time Homebuyer Program policies were updated in 2008. To date the Agency has provided more than \$1.6 million in first time homebuyer assistance. The Agency continues actively market the program and makes funds available to help first time homebuyers finance the purchase of a home.
<p>5. BMR Regulations (HIP-13).</p> <p>Develop and implement rental (45 years) and resale (55 years) restrictions for low-and moderate-income units assisted or constructed</p>	Community Development Department; Pinole Redevelopment	Ongoing	The East Bay Delta Lease to Purchase Program is no longer operational.

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
by the Redevelopment Agency to assure that these units remain at an affordable price level as they are developed, occupied, and turned over. Encourage the monitoring of federal and state subsidized projects by continuing to work with the Contra Costa Housing Authority.	Agency, Contra Costa Housing Authority.		The Redevelopment Agency is currently working on development of three approved BMR housing units for sale on the Heritage Park site. Once built, these units will have affordability controls to ensure that they remain affordable.
6. Technical Assistance to Housing Developers (HIP-14).	Community Development Department; Pinole Redevelopment Agency.	Ongoing	This policy continues to be implemented.
7. Accessible Units for the Physically Disabled (HIP-15).	Community Development Department	Ongoing	The City continues to enforce all local, state, and federal accessibility requirements during the ongoing development review process.
8. Housing for the Homeless (HIP-16).	Pinole Redevelopment Agency, Community Development	Annually	The Community Assistance Program (CAP) was instituted in 2007 to create a fund through which this type of donation could be made. CAP's 2008 donation was made to the Greater Richmond Interfaith

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
Shelter Incorporated. Focus efforts on finding opportunities to provide housing for families at risk.	Department		Program, a program providing services for the homeless, in the amount of \$6,000.
9. Prevention of Housing Discrimination (HIP-17). The City will take all appropriate actions when necessary to prevent discrimination in the housing market and provide information on fair housing laws. The Community Development Department shall be the responsible City department for referring questions concerning affordable housing and fair housing to appropriate departments or agencies. Staff will distribute fair housing pamphlets provided by agencies and coordinate with other groups. Information will also be made available on the City's website.	Community Development Department	Ongoing	This policy continues to be implemented.
10. Develop Multi-Family Sites at Medium and High Densities (HIP-18). The City will strive to protect the supply and availability of multifamily housing sites for affordable housing preventing the development of medium and higher density sites with lower densities. To that end, the Zoning Ordinance should be modified to include minimum densities.	Community Development Department	December 2003 Ongoing	No formal policies are in place to require that multi-family sites be developed at prescribed densities. This issue will be evaluated and further addressed in the Specific Plan, General Plan Update and Zoning Ordinance Update.
11. Develop Reasonable Accommodation Policies and Procedures (HIP-19). The City will further analyze existing land use controls, building codes and permit and processing procedures to determine the constraints they impose on the development, maintenance, and improvement of housing intended for persons with disabilities. Based on its finding, the City will develop a policy for reasonable accommodation in the application of	Community Development Department	December 2003	No formal policies are in place. Accommodations are currently addressed through existing appeal processes. This issue will be evaluated further and addressed in the General Plan Update and Zoning Ordinance Update.

POLICY ACTION	AGENCY	TIMEFRAME	STATUS
zoning laws and permitting by persons with disabilities. The policy shall include a procedure for requesting accommodations, timelines for processing requests and appeals, criteria for determining whether a requested accommodation is reasonable, and ministerial approval for minor requests.			
12. Multi-Family Use Permit Ordinance (HIP-20). The issuance of use permits for multi-family developments in all residential zones shall be reviewed to determine if this is a redundant step in the review process. Changes to the zoning ordinance will be implemented as appropriate to streamline the review process.	Community Development Department	December 2004	No changes have been made to the Multi-Family Use Permit Ordinance. The Ordinance will be evaluated as part of the Specific Plan and Comprehensive Zoning Ordinance Update.

* The struck-through date is the original timeframe specified in the current Housing Element. Dates that have replaced the original timeframe represent the actual or anticipated program/policy completion date.